

DD/S 72-1234

11 MAR 1972


MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security /
Acting Director of Training

Oz:

Mr. Coffey liked this idea (see the Attachment) and asked me to float it with you. I'd like your reaction and, if you think it worthwhile, suggestions for other subjects. They could be matters of your own you think worth sharing or things you'd like to hear about from someone else. An informal note brought to the next Staff Meeting is enough.

Also - tentatively - block your weekend calendar for 20 May. Current plans are for another weekend in the country -- probably about the same kind of schedule, i.e., Friday dinner through Sunday breakfast. It will be in the "new" house -- Specifics on the program to be developed. We will have made some start on our OD efforts and as things are now planned we will have input from the Director's weekend which will have been a couple weeks earlier.

STATINTL


Robert S. Wattles
Assistant Deputy Director
for Support

Att

Cy of Memo dtd 17 Mar 72 for DD/S fr Robert S.
Wattles re general theme of OD.

17 March 1972

MEMORANDUM FOR: Deputy Director for Support

Jack:

STATINTL

Another thought on the general theme of OD --

Following as they did the [] session, the two program sessions with the Office Heads were, I think, useful beyond their immediate purpose. A beginning was made on team building. A small beginning to be sure, and perhaps unconsciously on the part of the Office Heads, but for the first time they really listened to each other's program problems rather than recitations of events of the moment. Inescapably they were involved in something outside of their parochial boundaries yet within the Directorate.

What I have in mind now, and suggest for your consideration, is a review (briefing?) from time-to-time as we have nothing else for the Tuesday Executive Sessions on items like the following. The presentation in some cases would be by the Office Head responsible and in others by you or a Staff officer. Advance announcement on some subjects would draw others into the discussion. This list is only to prime the pump:

STATINTL

GSA Relationships and Problems
Reorganization of the []
Information Science
Cable Dissemination
R&D
Minority Employment, Upward Mobility
The Data Management Center Principle


Robert S. Wattles

TRANSMITTAL SLIP		DATE
		31 MAR 1972
TO: Director of Security <i>Kgo</i>		
ROOM NO.	BUILDING	
4E60	Hqs	
REMARKS:		
<i>Ticket for Tues 29S Stop meeting</i>		
FROM: ADD/S		
ROOM NO.	BUILDING	EXTENSION
7D18	Hqs	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED